

**STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN  
ADVISORY COUNCIL MEETING  
Wednesday September 21, 2011 3:30pm  
555 Fuller Conference Room**

1. Greeting/Call to Order.
2. Review minutes from August 17, 2011 meeting.
3. Review meeting agenda and advisory committee members' schedules for the upcoming meetings.
4. Fiscal Agent Report - Tim
5. Program Contractor's Report – Beki –Cassandra Gauer (Facebook)
6. Chairman's Report – Jack –
7. D of A Liaison's Report – Helen
8. Public Comment – members of the public
9. Other Business/Adjourn

**STATE EMPLOYEES' CHARITABLE GIVING CAMPAIGN  
ADVISORY COMMITTEE MEETING  
August 17, 2011, 3:30 p.m.  
555 Fuller Conference Room**

1. **Greeting/Call to Order.** Chairman Jack Lynch called the meeting to order at 3:35 p.m. Members present: Jack Lynch, Mary Wright, Trish Stroman, Kathy Miller, Marcia Armstrong, Kirsten Wrzesinski, Bill Crane, Dave Paton and Matt Dale. Contractors present: Joy McGrath, Beki Brandborg (by phone) and Tim McCauley. Staff present: Helen Betts. Members excused: Gary Owen.
2. **Review Minutes from July 20, 2011, Meeting.** Stroman pointed out a typo in Paragraph 4, and moved, seconded by Miller, to approve the minutes as corrected. The motion passed. Wright will correct the minutes and send them to Lynch.
3. **Review Meeting Agenda and Advisory Council Members' Schedules.** The next meetings are scheduled for September 21, October 19, November 16 and December 2, 2011.
4. **Fiscal Agent Report.** McCauley distributed copies of the 2011-2012 budget and the 2011-2012 expense report. After discussion, Dale moved, seconded by Armstrong, to accept the reports. The motion passed. McCauley also stated that he has audits and

revenue and expense reports for the past 5 years ready for Betts to deliver to D of A for a state audit.

**5. Program Contractor's Report.** Brandborg reported:

- On August 26, Lynch and Brandborg will shoot this year's training video with Mark Brown of B&B Productions, who is donating his services to the Campaign. Later the same day, they will shoot the first ever video about the top 24 recipients of state employees' contributions through the Campaign. They will talk about why their work is a joy.
- September 8 is the Department Coordinators' meeting. Brandborg will unveil the Campaign posters and our Facebook (FB) page that was set up for us by Cassandra Gauer, DPHHS Department Coordinator. Brandborg will also announce a big prize for Campaign volunteers. The prize, donated by the Childhood Leukemia Foundation, is a TV. We will also use FB to launch publicity for the prize.
- On September 26, the Campaign starts with the Non-Profit Fair in the Rotunda. There are more than 50 participants. This year the Fair hours are shortened, and will be from 10:00 to 2:00. All Council members are encouraged to attend.
- Assembly of Campaign materials will be September 25-26 and 29-30 from 9-12 a.m. and all afternoon at Rocky Mountain Development Council. Just as Council members helped with eligibility and proofreading of materials, they are encouraged to help with materials assembly.
- On Sunday, September 25, Council members should meet in the north parking lot at FWP to put up yard signs.

**6. Chairman's Report.** Lynch asked McGrath to give a special report on materials for this Campaign. She reported that fewer than 2/3 the number of Giving Guide were printed this year, saving a ton of money. We also saved money by not printing posters, but distributing them by e-mail to Campaign leaders for distribution (budgeted – \$1,200, cost - \$0, savings - \$1,200). In total, Campaign materials cost \$8,870 as opposed to the budgeted amount of \$10,600, for a savings of \$1,720. As compared to 2010, that savings were \$2,370. These savings came from listening to the good ideas of Campaign volunteers.

Lynch thanked McGrath for her hard work on the Campaign and said she will be missed. He noted the remarkable improvement of Campaign materials since the National Conference meetings were hosted by Montana. McGrath thanked the Council members for their help in the eligibility process and in proofreading the materials. She also thanked Council members for all their efforts to make the Campaign work, as it is a huge support for Montana non-profits. Council members gave her a round of applause.

7. **D of A Liaison's Report.** There was no report.
8. **Public Comment – Members of the Public.** There was no public comment.
9. **Other Business/Adjourn.** Lynch adjourned the meeting at 4:10 p.m.